

**Department of Mental Health
Adult Community Clinical Services**

Frequently Asked Questions

**Rehab Option: “R” Day Reporting
Development and Review of the Community Service Plan**

Question: What are the guidelines for “R” Day reporting during the development and review of the Community Service Plan?

Answer: When completing the Service Reporting Service Delivery Report (Service Reporting SDR) the ACCS provider may report “R” Days for each day staff completed work toward the development and review of the Community Service Plan Development and review activities include:

- meeting with the person served, the Legally Authorized Representative (LAR), other service providers and care coordinating entities, and/or other individuals of the person’s choosing for the purposes of determining the person’s goals, needs, service preferences, etc;
- the gathering of pertinent information from other parties needed for the development or review of the Community Service Plan and
- the completion and review of the Community Service Plan and required documentation.

To report “R” Days for the activities noted above the activities must be completed within the Community Service Plan and review timeframes as set forth in the ACCS Standards and DMH Regulation 104 CMR 29.00.